DIGITAL DOCUMENT SUBMISSION GUIDELINES

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The benefits of going digital?

- Saves time - Quicker plan review and turn around times - all reviewing agencies can simultaneously view the same version of each plan.

- Saves money – No scanning fees; and,

- Saves paper - Only two paper sets* of hard copies of plans, properly stamped by a registered architect or engineer along with your disk are needed as you apply for a permit or make revisions. (*3 sets of plans required if mechanical is included)

How To Submit Digital Documents?

The **Digital Document Submittal Assistant** helps you streamline document submittals. You can download this Assistant from http://cagisperm.hamilton-co.org/docimport/ and install it on your computer.

Accepted file types are PDF, JPG, and TIFF. Exe and zip files will not be accepted. Each page with a drawing must be represented by a single digital file. No layered drawing/no hyper-linking.

The Digital Document Submittal Assistant will ask for the location of the drawings on your computer. Once you point the program to the folder with the correct set of drawings, four details will need to be filled in:

Document Status - either Applied (default) or Applied - Engineering Change if you are submitting an Engineering Change.
Document Type - a general Architectural Type, a drop down box is provided for you to choose from or type the information.
Index - Identify each sheet, typically with a number or number/letter combination: Example G001, or M203. Index field should be unique and is important to submit revisions.
Document Description - Identify the description of each sheet.

Please note that "Specifications" can be multiple page documents but need to represent a physical book of specifications.

Text Example:

Applied	Architectural	A000	Floor Plan – 1st Flr
Applied	Site Survey	G001	Civil Drawing

Directions for making Revisions and Engineering Changes digitally:

Revisions - The index field is the computer's way of identifying which drawing to replace. Please make sure the drawing you are replacing is the same number/letter combination as orginally submitted. If you are adding additional drawings, these are handled as new. If your revisions include replacing drawings and adding new drawings to the submittal, your disk must contain two different folders marked as such, each with its own submittal.txt.

Engineering Changes – Engineering Changes are considered new drawings and the index must indicate this by simply adding a "-EC" to the end of the index and the description. The computer sees a different index than the original drawing. Revisions to Engineering Changes are handled the same way as the Revision process.

Once you have filled in the information. Click the "Create submittal.xml" button.

Once the submittal file is accepted, please burn/copy all files including the submittal.xml file to a CD or DVD. **All digital submissions must be accompanied with two sets* of paper drawings and an application for the proposed work to be performed (3 sets of plans required if mechanical is included).** An application-processing fee is required for each application**.**

How to Track your Project On-line?

Welcome to ezTrak On-line Services. A range of on-line services are available for your use. Check us out at http://www.cincinnati-oh.gov/bldginsp/pages/-6527-/, click on Buildings ezTrak On-line Services under Features. The following Services are available:

- Track information on Building Permits, Complaints and Code Enforcement;
- Apply Online for a limited set of Permits; and,
- Review various Reports.

 For additional assistance, contact Customer Services at 352-3271.

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